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## INSTRUCTIONS FOR APPROVING OFFICIALS

1. The website address for CitiDirect is <http://www.cards.citidirect.com>.  
Use Internet Explorer as the browser if available.
2. Type in the CitiDirect Client Code referenced in the delegation of authority letter sent by the Commerce BankCard Center.
3. Click on the **Start Login Process**.
4. The username is assigned by CitiBank. Please contact CitiBank's Help Desk at 1-800-790-7206, select #2 and make the proper selections to establish your Username and Password if you do not know it.
5. First time users are asked to select a new password and will be prompted to change their password every 90 days thereafter.
6. Select **Login**.
7. Select **Statement** under **Inquiry** from the horizontal Navigation Bar to view statements.
8. Complete one field of information and select **Search**.
9. Place cursor over the account number for the desired cycle and name and double click.
10. After reviewing/printing Statement, select **Close**.
11. To log out of CitiDirect, click on **Log Out** in the upper right corner of the page.
12. Logout box appears confirming the user would like to log out.
13. Select yes.

This is for viewing accounts only. No changes can be made to the account.

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